



# Potters Green School

nurturing bright futures



## Play Assistant – Job Description & Person Specification

To assist in the day-to-day organisation of the Out of School Club and to contribute to providing a safe, caring and stimulating environment for the children.

### Main Duties and Responsibilities:

1. Assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities, services and facilities designed to meet individual needs, including consultation with children.
2. Administer first aid as appropriate.
3. Work within appropriate childcare legislation and other relevant legislation.
4. Work within policies and procedures.
5. Provide full care for the children of nursery/school age, including the hand over of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or carers.
6. Assist in the preparation of nutritious and well-balanced snacks.
7. Maintain close liaison with the play leader, parents, the school and other agencies in matters relating to the children.
8. Ensure the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the club's opening hours and for hand over to the school.
9. Work flexibly alongside other staff/volunteers, parents or students.
10. Provide general care and welfare for the children, including physical care and attention to personal needs. Act as carer for sick children until a parent/guardian collects the sick child. Provide comfort and support to children in distress.
11. Assist in the day-to-day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
12. Participate within meetings or training as appropriate.
13. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Play Leader

**Date Reviewed:** September 2014

**Updated:** November 2021

# Person Specification

Area	Description	Criteria will be measured by:
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding of good quality childcare.</li> <li>• Knowledge of how children play and its relevance to their child development.</li> <li>• Some knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.</li> <li>• Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.</li> <li>• A commitment to and understanding of equal opportunities issues and their application to childcare.</li> <li>• Understanding of the Children's Act and Guidelines.</li> <li>• Awareness of Child Protection.</li> <li>• Some knowledge of relevant health and Safety issues.</li> <li>• Understanding of the boundaries of confidentiality.</li> <li>•</li> </ul>	
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to provide safe and creative play.</li> <li>• Sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability.</li> <li>• Capable of motivating children and developing their self-confidence.</li> <li>• Able to provide stimulating activities for school age children.</li> <li>• Assist children in new development, intellectually, socially, physically and emotionally.</li> <li>• Able to provide care and comfort to children, ensuring they feel secure.</li> </ul> <p>Cont/.....</p>	

<b>Skills and Abilities: (Continued)</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively at all levels and when receiving information from and explaining information to others.</li> <li>• Ability to handle situations calmly and effectively.</li> <li>• Able to work within a team or on own initiative.</li> <li>• Able to follow instructions and accept guidance.</li> <li>• Capable of using judgement and common sense.</li> <li>• Sufficiently literate to be able to read to children, keep short records and write short reports, as requested by the Play Leader.</li> <li>• Ability and willingness to undertake tasks such as toilet accidents and cleaning away materials.</li> <li>• Able to learn and change practice in appropriate ways.</li> <li>• Willing to undertake further training.</li> <li>• Ability to undertake patterns of work as determined by the school.</li> <li>• Punctual and able to fulfil duties in a responsible manner.</li> </ul>	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Working with school aged children.</li> <li>• Working with other professionals.</li> <li>• Providing support for parents.</li> <li>• Basic administration.</li> </ul>	
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• NVQ in Play work or Early years (ideally working towards an NVQ Level 2) or will give commitment to work towards obtaining such qualifications.</li> <li>• A current First Aid certificate or willing to undertake training for this qualification.</li> </ul>	
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>	

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**Updated:** November 2021

